

MSFC Survey Report Checklist

National Aeronautics and
Space Administration



1. Date of Discovery of Lost, Stolen, Damaged, or Destroyed
MSFC Government Property (from Block 4 of NF 598):

2. Report of Incident (ROI) Number:

3. Survey Report Number:

4. Date of Survey Report
(from Block 9 of NF 598):

5. Property Custodian/Phone:

6. Number of pieces of equipment for which
the user is responsible:

7. Has the user had previous equipment losses in the past 5 years? ☐ Yes ☐ No
If yes, list the equipment item name and applicable Survey Report Number below.

7a.

8. Property Custodian Lead Name/Org.Code/Signature
Logistics Services Contractor (LSC)

Print Name/Org. Code

Signature

Date:

9. Property Supervisor Lead Name/Org.Code/Signature
Logistics Services Contractor (LSC)

Print Name/Org. Code

Signature

Date:

Instructions for MSFC Survey Report Checklist

Block 1 – enter the date of discovery from Block 4 of the NF 598 using MM/DD/YYYY format (i.e., 08/24/2010 for August 24, 2010).

Block 2 – enter the Report of Incidence number from the Protective Services report.

Block 3 – enter the assigned Survey Report number.

Block 4 – enter the date of Survey Report from Block 9 of the NF 598 block.

Block 5 – enter the name of the Property Custodian who monitors the equipment/organization where the user of the item being surveyed is assigned.

Block 6 – enter the number of pieces of equipment for which the user is designated as being responsible.

Block 7 – check the appropriate box indicating whether this user has had any equipment losses during the last 5 years.

7a. If the answer in block 7 is yes, identify the items.

Block 8 – enter the name and organization code of the Property Custodian Lead, Logistics Services Contractor. The Property Custodian Lead will sign this form.

Block 9 – enter the name and organization code of the Property Supervisor, Logistics Services Contractor. The Property Supervisor will sign this form.

After signatures, the MSFC Form 4557 shall be attached to and become a part of the Survey Package.